



Position Available

Docketing Support - Part Time

Michigan Court of Appeals

Salary Range: \$20.14 – 25.48 per hour

The Michigan Court of Appeals is seeking qualified applicants for a part-time docketing support position. This position provides clerical support to the Detroit district office on a part-time basis by handling records, mail, telephone, and counter coverage responsibilities. Key responsibilities include, but are not limited to, the following:

- Receive and docket incoming lower court records (both physical and electronic) and review for completeness. Communicate with lower court to ensure timely receipt of records and cure any deficiencies. Communicate with attorneys concerning record requests.
- Review management list to select cases ready to be reviewed by case screener.
- Check DVDs and flash drives filed as exhibits to ensure that the files are viewable. Upload the files to the case management system.
- Send necessary materials to judicial chambers upon release of case call schedule.
- Monitor opinion release list and send files and records to Lansing on a regular basis. Send closed files to Lansing Clerk's Office and return lower court records to trial courts.
- Generate notices to send to parties, attorneys, court reporters, and lower courts.

EDUCATION AND EXPERIENCE: High school diploma or GED equivalent and at least one year of college, technical, or business school coursework. One year of work experience required.

KNOWLEDGE: Basic Computer skills.

ABILITY: Excellent communication skills and detail management.

WORK LOCATION: Cadillac Place, Detroit, Michigan.

TO APPLY: Please send your cover letter and resume in Microsoft Word or Adobe Acrobat via e-mail to jobapps@courts.mi.gov and include "COA Docketing Support" in the subject line. If you are unable to send applicant materials electronically, please contact Judicial Human Resources: (517) 373-1147.

APPLICATION DEADLINE: June 14, 2023, 5:00 p.m.

First consideration and initial review of resumes will begin on Wednesday, May 31st.

AN EQUAL OPPORTUNITY EMPLOYER